



DEPARTMENT OF THE NAVY

NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361 -0001

IN REPLY REFER TO

NAVAIRINST 5200.41
AIR-09G
7 Oct 92

NAVAIR INSTRUCTION 5200.41

From: Commander, Naval Air Systems Command

Subj: COMMAND EVALUATION PROGRAM

Ref: (a) SECNAVINST 7510.9
(b) OPNAVINST 5000.52A
(c) SECNAVINST 5370.5A
(d) NAVAIRINST 5430.3A
(e) NAVAIRINST 5741.4A
(f) SECNAVINST 5200.35C
(g) OPNAVINST 5200.25C
(h) SECNAVINST 5214.2B

1. Purpose. To provide policy and guidelines for the Command Evaluation Program at Naval Air Systems Command (NAVAIRSYSCOM) field activities.

2. Definition. Command Evaluation is the independent assessment for the Commander or Commanding Officer. Command Evaluation is an in-house method used to detect deficiencies, improprieties, or inefficiencies, and to provide recommendations to correct conditions which adversely impact on mission accomplishment, command integrity, or economical use of command resources.

3. Policy. In accordance with references (a) and (b), it is the policy of the Commander, NAVAIRSYSCOM that an effective Command Evaluation Program be established and maintained at field activities.

4. Organization and Staffing

a. The head of the Command Evaluation Program will report directly to the Commander, Commanding Officer, Vice Commander, or Executive Officer of the activity. The office will be located outside of the staff or program management functions or organizations subject to review. Determinations concerning merit pay, performance awards, or promotions for individual general schedule or general management command evaluation personnel may not be controlled by officials from a staff or program management element subject to review.



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b. Commanding officers will make every effort to staff their Command Evaluation Program with competent full-time personnel who have the background, experience, and training to perform accounting and management reviews. Use of functional experts from within the command to periodically augment command evaluation capabilities is authorized on an as-required basis. Reference (b) permits staffing by any military or civilian other than civilian job classification series GS-511. As a minimum, one position, preferably one-half of the positions, will have the civilian job classification series GS-510 to maintain the capability to conduct financial reviews.

5. Responsibilities

a. Commanding officers of field activities are responsible for ensuring that an effective and responsible Command Evaluation Program is established at their activities based on the policies and guidelines contained in this instruction. In support of Command Evaluation, commanding officers are to ensure:

(1) the Command Evaluation Program is appropriately placed at their activity per paragraph 4a;

(2) the organizational placement does not impede or limit the scope of reviews or result in "sanitization" of reports;

(3) the Command Evaluation Program is adequately staffed and has the capability to perform accounting and management reviews, studies, analyses, investigations, Congressional inquiries, and evaluations, as either mandated by higher authority or deemed appropriate based on risk vulnerability assessment at their activity;

(4) periodic private meetings with the head of the Command Evaluation Program occur to assess the effectiveness of the function within their activity; and

(5) deficiencies noted in Command Evaluation Reports, Management Control Reviews, Command Inspection Items, and substantiated hotline allegations are promptly corrected with follow-ups to preclude recurrence.

b. The Head of the Command Evaluation Program at field activities is responsible for:

(1) hiring command evaluation personnel with academic training or experience to perform accounting and management reviews, studies, analyses, evaluations or investigations;

(2) preparing and submitting an annual command evaluation plan to the commanding officer and to the Inspector General;

(3) ensuring that impartial assessments are conducted and recorded in complete reports;

(4) ensuring that command evaluation reports are submitted directly to the commanding officer;

(5) ensuring that a quality control review is performed each year to test and evaluate the management control reviews and vulnerability assessments completed as part of the Management Control Program (MCP);

(6) soliciting input from department and division heads to identify known or potential problems in related functional areas; and

(7) serving as the coordinator for programs delineated in paragraphs 6, 7, and 8.

c. The NAVAIRSYSCOM Inspector General (AIR-09G) is responsible for program management and administration of the Command Evaluation program within headquarters and NAVAIRSYSCOM field activities, including the Naval Aviation Depots and facilities of the Naval Air Warfare Center. Additionally, AIR-09G provides support to the Program Executive Officers for naval aircraft programs and program management offices. This responsibility includes:

(1) developing, issuing, and interpreting command evaluation policy and procedures;

(2) issuing program and technical guidance;

(3) monitoring the performance and execution of the Command Evaluation Program at field activities;

(4) rendering advice to field activities on matters of organization and staffing of the command evaluation program; and

(5) disseminating information on training, when appropriate, to assist field activities in discharging their Command Evaluation Program responsibilities.

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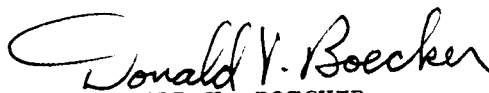
6. Hotline Program. References (c) and (d) contain Department of the Navy and NAVAIRSYSCOM policy regarding the establishment and operation of various hotline programs. The Command Evaluation Program shall serve as the hotline program coordinator and may conduct investigations into allegations received.

7. Follow-up and Audit Liaison. Reference (e) contains Department of the Navy policy with respect to management of follow-up on reports of external audit organizations. The cognizant commanding officer is responsible for ensuring that deficiencies noted in audit reports are promptly corrected. The Command Evaluation Program head should establish a follow-up system to identify and monitor the status of action on audit findings and recommendations until completion and should report the status on open recommendations in accordance with AIR-09G guidance. The Command Evaluation Program head shall serve as the focal point and liaison for actions related to audits, surveys, investigations, or reviews conducted by external agencies such as the General Accounting Office, Department of Defense Assistant Inspector General for Auditing, the Naval Audit Service, and Naval Investigative Service.

8. Management Control Program. References (f) and (g) contain Department of the Navy and NAVAIRSYSCOM policy with respect to the MCP. The Command Evaluation Program head shall serve as the Management Control Program Coordinator or assist the senior management official responsible for the MCP, as necessary, in the coordination of the program, the development of administrative instructions and procedures, and in the coordination and development of required reports.

9. Action. Addressees will comply with the policy and guidelines in this instruction to ensure effective implementation of the command evaluation function at their activities.

10. Reports. Command Evaluation reporting requirements contained in this instruction are exempted from reports control by reference (h).


DONALD V. BOECKER
Vice Commander

Distribution: (See next page)

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